



## **HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE**

**JOB TITLE:** Substance Abuse Counselor  
**DEPARTMENT:** Health Department  
**SALARY:** \$45,000-50,000/Yr.  
**CLASS:** Full-Time/Permanent  
**OPENING DATE:** February 11, 2014  
**CLOSING DATE:** February 21, 2014

### **POSITION SUMMARY:**

This position is supervised by the Behavioral Health Program Manager and provides direct counseling services, outreach, and prevention and aftercare services. The counselor interacts directly with community based support services in coordination with clinical and administrative contractual guidelines of funding sources, Federal, State, Tribal and Arizona State Substance Abuse Licensure requirements.

### **ESSENTIAL FUNCTIONS:**

- ◆ Provides individual and group counseling to adult, children and families.
- ◆ Provides intake and referrals.
- ◆ Conducts clinical assessments as indicated for clients who are self/family, court, employer referred.
- ◆ Develop treatment plans based on initial and on-going clinical assessments and maintain case files accurately.
- ◆ Maintains strict client confidentiality
- ◆ Maintains all necessary documents for billing purposes. Bills for services through AHCCCS
- ◆ Participates in department and interdepartmental clinical teams to assist and encourage clients to receive timely and consistent services.
- ◆ Participates in monthly all staff meetings and weekly clinical staffing with other members of the clinical team to review client progress and service requirements.
- ◆ Collaborates with IHS, Human Services, Child Protective Services, Court, Prosecution, Probation and community agencies, families and other natural support systems to ensure adherence to treatment plan goals.
- ◆ Maintains client files and group notes in accordance with Federal, State, Tribal and licensure requirements. Responds to referrals and provides substance abuse services at the clinic, field, shelter, detention facilities and in client's homes to ensure client obtains all benefits and services necessary to successfully complete treatment plan objectives
- ◆ Schedules ongoing substance abuse intervention/prevention group sessions to ensure court/probation, CPS requirements are met by the clients.
- ◆ Provides prevention education services including presentations, workshops and other forms of public education on a variety of substance abuse and mental health topics.
- ◆ Provides aftercare services which include education and life skills instructions.
- ◆ Coordinate appropriate family activities to encourage family participation.
- ◆ Work cooperatively with other health department programs to provide continuity of services.
- ◆ Develop and participate in community education based on community need.

- ◆ Provide support services to other agencies as needed.
- ◆ Provides Native American Tribal interventions as appropriate or requested.
- ◆ Perform other duties as assigned
- ◆ Added duties:
  - Provide after hour coverage as assigned
  - Provide services to outlying area-Grand Canyon West as needed

### **EDUCATION, KNOWLEDGE, AND EXPERIENCE**

- ◆ Licensure as a Licensed Independent Substance Abuse Counselor or the ability to obtain within one year of employment. ([www.bbhe.state.az.us](http://www.bbhe.state.az.us)).
- ◆ Preference given to applicant that currently holds a (LISAC) Licensed Independent Substance Abuse Counselor Arizona License.
- ◆ Must have extensive knowledge of counseling methods, techniques and procedures.
- ◆ Ability to operate the following: basic computer skills which include Word, Excel, PowerPoint, copy machine, fax and a calculator.
- ◆ Background working with Native American communities is an advantage.
- ◆ Must possess a valid driver's license and be eligible for tribe's insurance.
- ◆ Background check to be done within three months of hire by personnel.
- ◆ Submit to and pass a pre-employment drug/alcohol screening and random test thereafter.

### **HOW TO APPLY:**

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

### **PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

### **THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**

**Auxiliary aids and services available upon request to individuals with disabilities**